



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

February 12, 2015

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| ADDENDUM # 1 |
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RFP#: 7549292

Title: Rhode Island Student Assistance Services

Bid Closing Date & Time: Friday, February 27, 2015 at 10:00 AM (Eastern Time)

Notice to Vendors:

Attention All Bidders

Attached are vendor questions with State responses. No further questions will be answered.

Also, please see clarifications to Section 4, 5 and 6 of the RFP.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP # 7549292 Rhode Island Student Assistance Services

Question 1: Will the successful applicant be expected to serve the current Rhode Island Student Assistance Services locations?

Answer to question 1: The successful applicant will not necessarily be expected to serve the current Rhode Island Student Assistance Services locations. The successful applicant(s) should describe in their proposal the community or communities where Project SUCCESS will be implemented; and, if not known at the time of application, the rationale for the selection of school(s) and grade(s).

Question 2: Is the agency overhead (indirect costs) the same as the 10% limit on administrative costs?

Answer to question 2: Yes. For the purposes of this RFP, administrative/indirect costs are limited to no more than 10% of the budget. However, if your agency/organization has an approved federal indirect cost rate for grants that exceeds 10%, you may use that rate. In that instance, you must provide a copy of the rate approval notice with your application.

Question 3: The solicitation provides a formula for scoring cost proposals based on a model wherein the lowest bidder receives the full 30 points and other bidders receive a proportional point allocation based on their cost proposals. However, the solicitation also provides varied models for proposing the communities, schools and grades to be included in the service delivery. Therefore, the solicitation creates a significant disadvantage for respondents seeking to serve multiple communities as compared to those respondents serving one school in one community. This structure also creates a disincentive for administrative efficiencies that could draw funds away from service delivery program-wide. Would the state consider amending the cost proposal scoring methodology to account for differences in scale of services? One option would be a requirement to provide an overall budget as well as a per school or per FTE cost proposal to allow for equivalent comparisons between bidders with differing scales of service delivery proposal.

Answer to question 3: We will be assessing the cost-effectiveness of all applications. Please refer to the following clarifications to Section 4, 5 and 6 of the RFP below.

Question 4: Will the successful applicant be responsible for the cost of administering and analyzing the results of the RI Student Survey?

Answer to question 4: Yes, there will be costs associated with the administration and analysis of the Rhode Island Student Survey; however these costs have not been determined at this time. The State will address the costs at the time of, or subsequent to the time of, the award and the vendor will be mandated to accept these terms. The costs will be contractually included in the purchase order through a formal addendum.

Question 5: Could you please inform me of how many students this would reach?

Answer to question 5: In your **work plan/approach**, please include the total number of unique student encounters you expect to occur per school year, as well as the anticipated number of students you expect to reach with the other Project SUCCESS program components, broken down by grade and school.

Please note that the State expects the successful applicant(s) to provide a minimum of 8,000 unique student encounters annually.

Please see the clarification to Section 4 below.

Question 6: Is this for college level as well as high school level students?

Answer to question 6: No. The services provided under this RFP are intended to reach junior high/middle school and/or high school students.

CLARIFICATIONS:

Section 4: Technical Proposal- Work plan Clarification

As specified in the **Scope of Work**, the successful applicant will be required to implement the core elements of Project SUCCESS:

Prevention Education Series
 Screening and Referral for Services
 Individual and Group Counseling
 School-Wide Awareness Activities
 Parent Program

These components include services that target both individual students and grades/schools as a whole. The services that target individual students primarily consist of discrete encounters between the student and the Project SUCCESS counselor (“unique student encounter”) and would fall under the Screening and Referral for Services and the Individual and Group Counseling components of Project SUCCESS. All of the other services provided would fall under the School-Wide Activities and Parent Program components and would be intended to reach all of the students in the targeted grade(s)/school(s).

In your **work plan/approach**, please include the total number of unique student encounters you expect to occur per school year, as well as the anticipated number of students you expect to reach with the other Project SUCCESS program components, broken down by grade and school.

Please note that the State expects the successful applicant(s) to provide a minimum of 8,000 unique student encounters annually.

Section 5: Budget Clarification

Your accompanying **Budget** should specify the total number of students you expect to serve annually. This number will be derived from adding together the anticipated total number of unique student encounters and the total number of students in the targeted school(s).

As an example, an applicant's proposal might target three 9th grade classes in three schools in a school district. Each 9th grade class has 30 students and each school has an estimated 500 students enrolled at the school. The total number of students expected to be served by the proposal would be derived using the following calculation:

of anticipated unique student encounters per 9th grade class x 3 added to the total number of students (1500) enrolled at the three schools = total number of students served.

Cost effectiveness will, in part, be determined by dividing the proposed budget by the total number of students you expect to serve annually with this project.

Section 6: Evaluation Clarification

Section 6 (Evaluation) - the line for scoring costs is amended as follows: cost will be based on cost per student served which will be calculated as total budget divided by number of students expected to be served by the project.